

**WASHINGTON STATE CONSERVATION COMMISSION
GRANTS PROGRAM
INITIAL PAYMENT REQUEST FORM**

Instructions: Sign and return this form. A signed Grant Contract must be on file in the Commission office in order to receive an initial payment. Two separate initial payment methods are available:

- ♦ The District may request an Initial Payment equivalent to one month's worth of Grant Contract money (the maximum Grant Contract amount divided by the number of months of the project). Examples: (a) \$8,333 (\$200,000 divided by 24) for a two year Grant Contract project with a maximum Grant Contract amount of \$200,000. (b) \$3,333 (\$80,000 divided by 24) for a two year \$80,000 Grant Contract.
- ♦ The District may request an Initial Payment equivalent to 50% of the Grant Contract amount (not to exceed \$100,000). If a District chooses to utilize the 50% Initial Payment option, the District is required to submit monthly vouchers that document how the Initial Payment is being spent beginning one month from receipt of the Initial Payment. The remaining Grant Contract amount will be paid out only after the monthly documentation of the required match and expenditures brings the initial payment and match requirement down to the one-month equivalent initial payment amount. At that point, the policy for the one-month equivalent initial payment applies. See CD Procedure Manual Section 360 ADM, Part 4-C.

Date: _____
To: Conservation Commission
From: _____ Conservation District
Reference: Grant Contract No. _____
Subject: Request for Initial Payment:

_____ Conservation District requests an Initial Payment in the amount of \$ _____ in accordance with the Commission's Initial Payment policy.

We understand that the initial payment is available at the option of the Commission under the following conditions:

1. The District must currently be and have a history of submitting complete, accurate, and timely reimbursement requests and progress reports.
2. The Initial Payment may not be used to support costs not allowed or not eligible under this Grant Contract.
3. The Initial Payment will be reconciled against match and actual expenditures at least two months prior to the termination date.
4. The final payment will be processed only after all required reports, including the final expenditure report, are received by the Commission.
5. If a District does not meet these requirements, the Commission may, with notice to the District, liquidate the initial payment against actual expenditures.

Chair Signature

Treasurer Signature

Date

Date